



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

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HIV/STD Policy No. 150.003

SELECTION AND REMOVAL OF TEXAS DEPARTMENT OF HEALTH DESIGNATED CO-CHAIR SERVING ON AN HIV PREVENTION COMMUNITY PLANNING GROUP

PURPOSE

This policy describes the method used by the Texas Department of Health (TDH), Bureau of HIV and STD Prevention (Bureau) in selecting or removing a TDH representative as designated Co-chair of an HIV Prevention Community Planning Group (CPG).

BACKGROUND

There are multiple CPGs across the state. Their mission is to participate in a shared, ongoing process with TDH in developing a comprehensive HIV prevention plan. The individuals who are selected to act as CPG Co-chairs are responsible for guiding the CPG in achieving its mission. One of those Co-chairs is appointed by TDH to facilitate an understanding of the processes and policies within TDH that impact the CPG and to coordinate CPG financial matters. The other Co-chair is elected locally by members serving on the CPG.

AUTHORITY

Current U.S. Centers for Disease Control and Prevention (CDC) Guidance for Human Immunodeficiency Virus (HIV) Prevention Projects; V.T.C.A. Chapter 85, §85.003, §85.014, §85.031, §85.032.

SELECTION METHOD

Who selects the TDH designated Co-chair

The TDH selects a TDH employee or other person to serve on each CPG for a term of up to three years to coincide with the development of the comprehensive HIV plan. Appointees may be designated for consecutive terms at the discretion of TDH.

Criteria for selecting the TDH designated Co-chair

Selection of the TDH designated Co-chair is predicated on the willingness of the individual to work cooperatively with TDH to promote understanding of TDH policies, practices, and responsibilities with other CPG members. Knowledge of the issues and background related to HIV disease is an important factor in making the selection. In addition, the individual's ability to lead, resolve conflict, analyze problems and provide insight, guidance and recommendations for maintaining a productive working relationship among partners in the community planning process is also considered.

Selection process

TDH staff and CPG members recommend individuals from the CPG area for consideration as the TDH designated Co-chair. The Bureau's HIV/STD Health Resources Division planning staff considers all recommendations and makes the final selection.

Expectations of the TDH designated Co-chair

The following is a listing of some of the expectations related to the TDH designated Co-chair. This is not an exhaustive list of responsibilities. Other expectations that are not listed may also be required.

- acts as a voting member and attends all CPG meetings or recruits another CPG member to attend in the designated Co-chair's place
- works with the CPG to ensure that CPG membership reflects the current HIV/AIDS epidemic based on the most recent data and that all facets of parity, inclusion and representation are achieved
- provides policy and procedural information and interpretation to CPG members to clarify TDH requirements related to CPG deliberations and decisions
- facilitates the smooth flow of financial transactions and funds between the CPG and the Banker Agency and/or the Bureau
- provides advice, assistance and direction regarding financial matters between the CPG and the Banker Agency and/or the Bureau
- provides information to and obtains feedback from CPG members on issues and strategies that impact the community planning process
- oversees the distribution and use of funds to support CPG activities as approved by the CPG and the TDH
- acts as a liaison between the CPG and the TDH, keeping TDH abreast of CPG activities and issues

Orientation of TDH designated Co-chair

The Bureau's planning staff, the technical assistance contract provider, and other Bureau staff will provide the TDH designated Co-chair with initial orientation needed to function effectively with the CPG.

REMOVAL OF THE TDH DESIGNATED CO-CHAIR

The Bureau's planning staff, in consultation with the technical assistance contract provider, decides if a TDH designated Co-chair must be removed. Some causes for removal may include:

- submission of a letter of resignation by the TDH designated Co-chair;
- failure to attend meetings or provide a suitable substitute;

- failure to provide the flow of accurate and timely information to coalition members;
- inability to work cooperatively and/or is consistently in conflict with Bureau planning staff and/or the technical assistance contract provider or other CPG members;
- failure to comply with TDH policies related to community planning and the expectations listed above, or
- failure to adequately facilitate CPG functions.

DATE OF LAST REVIEW:

November 13, 2002 Converted format from WordPerfect to Word.

REVISIONS

Page 1, line 18 After the phrase “for a term of” insert the phrase “up to”